

## *Scope of Work*

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### **Statement of Work**

#### **Part A**

#### **Project Information:**

**SOW Version:** Version 1  
**Project:** City of Greenbelt Council Room and Community Center  
**Project Owner:** Shawn Wiser– *Nicholas P. Pipino & Associates, Inc.*

August 7, 2017<sup>th</sup>

Dear Beverly Palau,

Nicholas P. Pipino Associates, Inc. would like to thank you for the opportunity to offer our services for your project to update the City of Greenbelt Council Room and Community Center. In this proposal we have included the following attachments:

- A. Cover Letter
- B. Statement of Work
- C. Pipino Associates Inc. Standards, Terms & Conditions
- D. Service Level Agreement(s) Explained
- E. Pipino Inc Proposal Costs

Pipino Associates understands and is well equipped with the needed resources and experiences to provide an effective solution for the City of Greenbelt. We will prove to be a flexible partner and will support your drive for excellence without disruption. Nicholas P. Pipino Associates, Inc. looks forward to serving the needs of your facilities. If you have any questions regarding this proposal, please do not hesitate to contact me at (443) 994-1993. Thank you for the opportunity.

Sincerely,

*Shawn Wiser*

Director of Services  
Nicholas P Pipino & Associates  
10545 Guilford Rd.  
Suite 108  
Jessup, MD 20794  
Cell (443) 994-1993

### **Part B- Statement of Work**

#### **Scope of Work**

Pipino Associates, Inc. will provide and install a new Conference System including the following items;

#### **Greenbelt City Council Room**

Install and Connect the Following Components:

- 70" and 90" displays with video feeds
- Wireless Revolabs Microphones
- Calibrate audio system and program BSS Audio Digital Signal Processor to maximize audio signal and control feedback
- Install new Podium and Audio Video input feeds into the podium with display and video feed
- Rack and Matrix A/V switcher to all Displays and Audio/Video Sources
- Video Editing Desk and Vaddio Matrix Mix System
- 5 new Cameras and connect to the new Vaddio System
- Connect new Vaddio System to cable TV feeds
- 7" Aurora Control Panel
- Test all connections and equipment
- Demo new system to end users

#### **Community Center**

Install and Connect the Following Components:

- New Projector and In Ceiling Electric Projection Screen
- Input Plate w/ HDMI-VGA-Mini Audio
- 7" Aurora Control Panel
- Rack and components in closet
- Wireless Revolabs microphones
- Test all connections and equipment
- Demo new system to end users

#### **Customer Responsibilities:**

- Provide uninterrupted room access from 8 AM to 5 PM on scheduled installation days.
- Provide onsite contact for Pipino personnel.

## ***Scope of Work***

Customer approval required

## **Part C – Terms, Conditions and Responsibilities**

### **Customer Responsibilities:**

- Customer to coordinate with building maintenance to provide uninterrupted access to the installation site and suitable secure space for the storage of equipment prior to installation. Customer assumes all responsibility/liability for the safety and condition of the gear stored at their facility. Pipino Associates, Inc. will not assume responsibility for the condition or adequacy of the facility in which the system is to be stored, installed or operated. Customer guarantees all owner furnished equipment is in 100% working order and holds Pipino Associates, Inc. harmless for such.
- If needed, customer to provide data, telephone and/or ISDN lines as required for system functionality.
- Pipino Associates, Inc. strongly recommends that all electrical circuits supplying power to the system originate from the same power panel and phase to try and prevent hum or distortions created by ground differential, electromagnetic or electrostatic fields. Pipino Associates, Inc. will notify you of any hum or distortions beyond Pipino Associates, Inc. control caused by interference from the building structure, electrical or existing equipment and advise you of potential alternatives to alleviate the problem.
- Any additional work not listed in the original scope of work will require a Change Order.

### **Pipino Associates, Inc. Standards & Responsibilities:**

- Pipino Associates, Inc. will install all equipment in accordance with the manufacturers' specifications, national and local regulation ordinances and codes, including all OSHA guidelines. Unless specifically stated, all work will be performed during the normal working hours of Monday through Friday, between 8:00AM and 5:00PM, except for recognized holidays. Additional labor charges may apply if work is required outside of the 8:00AM – 5:00PM timeframe.
- Pipino Associates, Inc. staff and contractors will conduct themselves in a professional, courteous manner, maintaining a clean-cut appearance and acceptable dress at all times. All Pipino Associates, Inc. staff are expected to check in and out with you or an assigned contact at the beginning and end of each workday.
- Pipino Associates, Inc. staff will maintain a clean and safe work environment. All unused materials, containers, tools and equipment will be removed whenever possible. Pipino Associates, Inc. will take precautions to protect all floors, walls, windows and other surfaces from stains, marring or other damage.
- Pipino Associates, Inc. cannot be responsible for the operation, performance or warranty of owner furnished equipment or other equipment outside this contract. Pipino Associates, Inc. does not warrant owner furnished equipment or equipment supplied by and/or installed by others unless Pipino Associates, Inc. agrees in writing and specifies such in the project documentation.
- Pipino Associates, Inc. will acquire, assemble, deliver and test all specified equipment and components to provide you with a fully functional system.

### **Terms for this Project:**

- Executed Proposal, which includes the agreement and acceptance of the project costs (**Part E**) and the Pipino Associates, Inc. Standards, Terms and Conditions (**Part C**), sign below for acceptance of both Parts.

Accepted By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Quote: \_\_\_\_\_

### **Part D – Service Level Agreement(s) Explained**

#### **Standard System Warranty:**

***Pipino Associates, Inc. - Standard System Warranty*** - Includes a 100% labor warranty for all Pipino Associates, Inc. workmanship including all cabling, all terminations and all attached hardware/fixtures for 90 days from project sign off.

#### **Additional Warranties Offered:**

##### ***Pipino Associates, Inc. – Technology Service Plan***

Optional Maintenance and Service Plan will extend the 90-day warranty to a 1-year maintenance and service agreement. This will cover all installation work for 1 year from date of installation completion.

The Plan includes the following items;

- 1) Unlimited Phone Tech Support
- 2) Preventative Maintenance Visits- One at 90 days and again at 9 months
- 3) Manufacturer Warranty Support- including boxing and shipping any products needing to be returned for repair (products are covered by the manufacturer's warranty- Pipino is not responsible for any product repair costs)
- 4) Two Emergency 4-hour response visits (if needed)
- 5) Onsite diagnostics and repair (limit 6 visits per year after original 90 days)

**Manufacturer's Warranties** – Please keep in mind that equipment sold and/or installed by Pipino Associates, Inc. or other integrators, carries a standard manufacturer warranty. Although the warranty may cover the parts and labor to repair defective equipment, the manufacturer's warranty does not cover the on-site time for a Service Technician to troubleshoot, test, diagnose, de-install, re-install, and tune up or to ship the defective equipment for actual service. Pipino Associates, Inc. will honor all manufacturers' warranties but will charge for the appropriate site time/services unless it is specified as covered under a Pipino Associates, Inc. Service Plan.

**Part E- Project Costs**

**See Attached Documents;**

Estimate 4475- City Council Meeting Room

Estimate 4478- Community Center

Estimate 4487- Technology Service and Maintenance Plan

<b>Estimate</b>	<b>Project Name</b>	<b>Price</b>
4475	City Council Room	<b>\$140,365.22</b>
4478	Community Center	<b>\$43,041.98</b>
4487	Technology Service and Maintenance Plan	<b>\$3119.00</b>
	<b>Total</b>	<b>\$186,526.20</b>